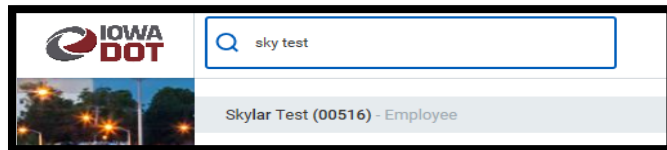


TERMINATIONS

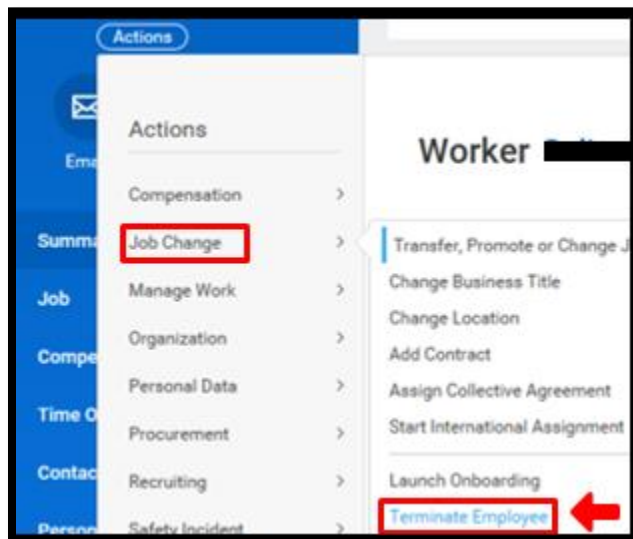
TERMINATE A TEMPORARY EMPLOYEE

From the Search Bar:

1. Find the name of the **Employee** and click on it.



2. Click the **Related Actions Button** . Then click on **Job Change > Terminate Employee**.

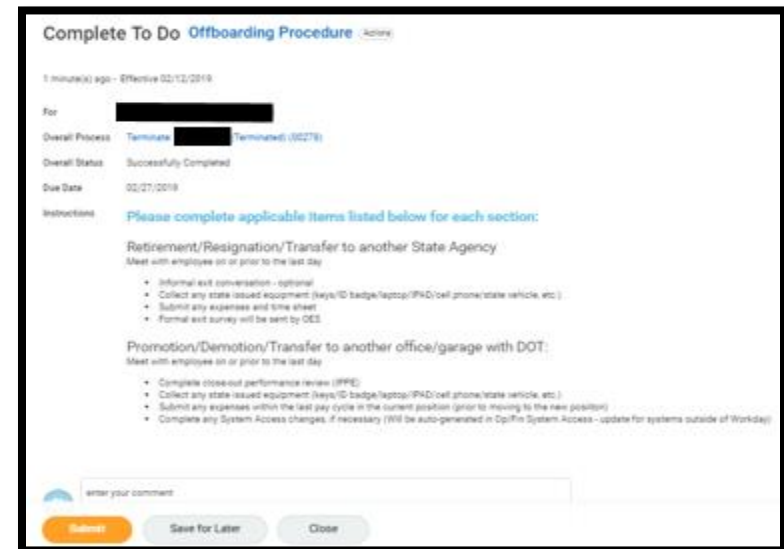


3. Click **Primary Reason** and choose **Dismissal > 73 Termination (Temporary Appointment)**.
4. Click **Termination Date** and enter date for the **Termination Date** (this will populate the other two dates as well).



Note: You may need to change the **Last Day of Work** and **Pay Through Date** if they are different than the **Termination Date**.

5. Click **Submit**.
6. This will then route to HR Partner and Payroll Partner.
7. Open **Inbox- Offboarding Procedure**.



8. Complete **To Do** items in the inbox notification and then click **Submit**.
9. You have officially terminated an employee.

NOTE: If you did not receive a **Successfully Completed** message, then please reach out to your HR Partner in OES to determine what is incomplete.

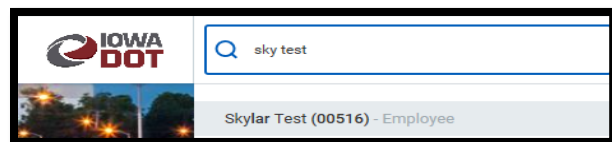
Terminations: Terminate an Employee

OESS & Manager

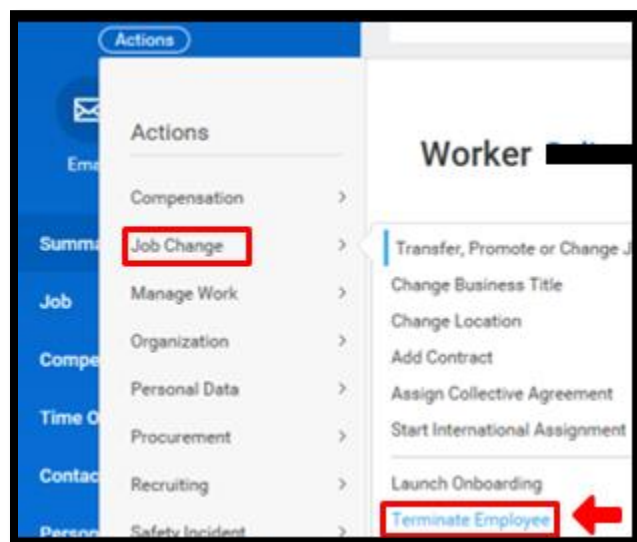
TERMINATE A REGULAR EMPLOYEE

From the Search Bar:

1. Find the name of the **Employee** and click on it.



2. Click the **Related Actions Button** . Then click on **Job Change > Terminate Employee**.

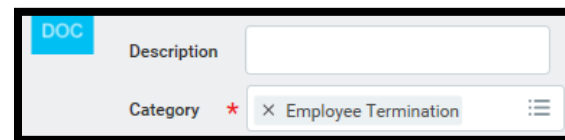


3. Click **Primary Reason** and choose appropriate reason.
4. Click **Termination Date** and enter date for the **Termination Date** (this will populate the other two dates as well).

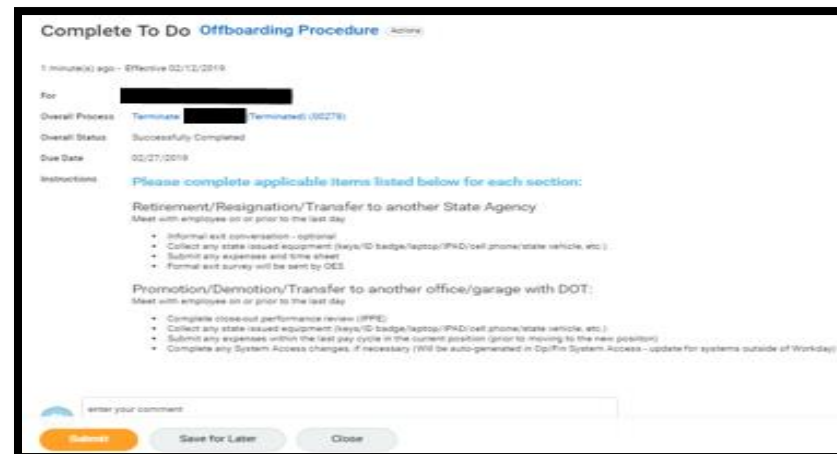


Note: You may need to change the **Last Day of Work** and **Pay Through Date** if they are different than the **Termination Date**.

5. If you have prior approval for overlap, click **Is this position available for overlap** and check the box.
6. Attach the **Resignation Letter or Email** and choose the **Employee Termination** category.



7. Click **Submit**.
8. This will then route to HR Partner, DAS, and Payroll Partner before being routed back to you.
9. Open **Inbox- Offboarding Procedure**.



10. Complete **To Do** items in the inbox notification and then press submit when completed.
11. You have officially terminated an employee.

NOTE: If you did not receive a **Successfully Completed** message, then please reach out to your HR Partner in OES to determine what is incomplete.